

## Classification

CONTROL NO.

Approved For Release 2006/09/25: CIA-RDP75-00399R000100120068-0

OL/SD  FTB - 4STAT

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

MAN HOURS REPORT

2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL
	<input type="checkbox"/> NARRATIVE
	<input type="checkbox"/> MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

XXX

ADMIN. GENERAL  
OTHER (specify)

LOGISTICS

SECURITY

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

1

MONTHLY

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form  
computer print-out, etc.)

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

FORM

<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.
<input type="checkbox"/> NO	

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10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

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## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-05	\$3.15		1/2 Hr.		\$1.58		12		\$18.96
GS-13	8.06		1/4 Hr.		2.02		12		24.24

## B. COSTS OF COMPUTER PRODUCED REPORTS


TOTAL COSTS PER YEAR

\$43.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Used as management tool to determine cost effectiveness of employees in relation to total work requirements.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

XXX	RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	ESTIMATED SAVINGS
	CHANGE		MAN-HOURS
<input checked="" type="checkbox"/>	DISCONTINUE		DOLLARS

15. DATE OF ISSUE Approved For Release 2006/09/25: CIA-RDP75-00399R000100120068-0

9/22/70

CHIEF, FREIGHT TRAFFIC BRANCH

16. EXTENSION

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